

# NUTRITIONIST-WIC

## Milwaukee Health Department, Family Community Health Services

*NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

***The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.***

***The Women, Infants, and Children (WIC) Program is a special supplemental nutrition program, the primary goal of which is to promote and maintain the health and well-being of nutritionally at-risk pregnant, breastfeeding, and postpartum women, infants, and children.***

### PURPOSE:

Under the direction of the WIC Program Manager, the Nutritionist provides client, nutrition, and administrative services to the City of Milwaukee Health Department's (MHD) Women, Infants, and Children (WIC) special supplemental nutrition program. The person in this position serves as a lead worker for dietetic technicians, clinic assistants, and WIC office support staff.

### ESSENTIAL FUNCTIONS:

#### Client Services:

- Perform complete WIC certifications, including intake and registration, anthropometric measurement, hemoglobin test, nutrition and breastfeeding assessment, counseling, food instrument issuance, immunization assessment, and referral to health care providers and community agencies as needed.

#### Nutrition Education Services:

- Develop, implement, and monitor nutrition work plans and "Fit Families" program.
- Serve as nutrition resource to WIC staff, public health nurses, and the community.
- Conduct follow-up nutrition education for high-risk and at-risk counseling.
- Follow the guidelines according to the Nutrition Care Process (NCP).

#### Administrative Services:

- Assure implementation of and compliance with WIC federal, state, and project regulations and policies in operations and systems manuals to ensure quality customer service.
- Attend WIC clinic team meetings to assure continuous quality improvement as assigned.
- Attend and represent the MHD WIC program at Milwaukee County Project Nutritionist and Breastfeeding Coalition meetings as assigned.
- Assist with training employees (including Breastfeeding Peer Counselors and student interns) in clinical, nutrition, and administrative operations.
- Assure outreach to underserved segments of the community.
- In the absence of the WIC Health Project Coordinators and WIC Program Manager, serve as lead worker.
- Provide back-up to other WIC staff.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Bachelor's degree with a major in foods and nutrition, dietetics, or related field from a college or university accredited by Accreditation Council for Education in Nutrition and Dietetics (ACEND).
2. Registration as a Registered Dietitian (RD) by the Academy of Nutrition and Dietetics at time of appointment and throughout employment.
3. State of Wisconsin Certified Dietitian (CD) **OR** CD-eligible at time of appointment **AND** must obtain certification with the State of Wisconsin within six months of appointment date.
4. Must meet State of Wisconsin WIC mandates regarding lactation management and care as noted in 10.23-2 and 10.23-3 of the Wisconsin WIC Operations Manual within one year of appointment date.
  - a) International Board Certified Lactation Consultant (IBCLC) preferred, or may be exam-eligible or have successfully completed other state-approved specialized training, such as Certified Lactation Specialist (CLS), Certified Lactation Consultant (CLC), or Certified Lactation Educator (CLE); **AND**
  - b) Obtain specialized training in lactation management and care within one year of appointment.
5. Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (*automobile allowance provided*).

### PREFERRED QUALIFICATIONS:

- One year of community nutrition experience.

**IMPORTANT NOTE:** College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box NUT-WIC, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of food and nutritional science and maternal and child health.
- Knowledge of federal, state, and local WIC policies and regulations.
- Knowledge of community resources.
- Knowledge of mathematics and ability to perform mathematical calculations.
- Ability to read and interpret work-related documents, including procedures manuals, governmental publications, and periodicals.
- Written communication skills such as the ability to write business correspondence and reports.
- Oral communication, presentation, and training skills.
- Interpersonal skills; ability to maintain effective working relationships with a multi-cultural, multi-disciplinary staff, community partners, and the public.
- Customer service knowledge and skills.
- Listening and counseling skills.
- Ability to provide services in a culturally sensitive manner.
- Ability to be resilient in a very busy setting with clients who may be experiencing stress.
- Ability to serve in a lead capacity.
- Honesty, integrity, and professionalism.
- Ability to maintain confidentiality.
- Problem-solving and decision-making skills.
- Organizational skills and the ability to plan and accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to use the Microsoft Office Suite and specialized software such as the State of Wisconsin WIC Data System (ROSIE).
- Skill in using job-related equipment such as the Lead Care® II Analyzer, HemoCue® systems, lancets, and adult and infant weighing and measuring equipment.
- Ability to work with infants and small children, including the ability lift them onto scales (up to 25 lbs).
- Dedication to the promotion of health and prevention of disease and a commitment to stay abreast of current practices in nutrition.

**SALARY:**

The current starting salary (PG 2DN) is \$46,629 annually for City of Milwaukee residents. The non-resident starting salary is \$45,940 annually. Appointment above the minimum is possible.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 30, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.